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State of Hawaii
Department of Public Safety
Institutions Division
Mainland Branch

Addendum A
April 18, 2005

To

Request for Proposals

RFP No.: PSD 05-IDA/MB-19

**A Multi-Custody Level Correctional Facility
for the
Confinement, Care and Custody
of
Hawaii Female Offenders**

Date Issued: April 8, 2005

April 18, 2005

ADDENDUM A

To

REQUEST FOR PROPOSALS

**A Multi-Custody Level Correctional Facility
for the
Confinement, Care and Custody
of
Hawaii Female Offenders**

RFP No.: PSD 05-IDA/MB-19

The Department of Public Safety, Institutions Division, Mainland Branch is issuing this addendum to RFP Number: PSD 05-IDA/MB-19, A Multi-Custody Level Correctional Facility for the Confinement, Care and Custody of Hawaii Female Offenders for the purposes of:

- ☒ Responding to questions that were received prior to the orientation meeting of April 22, 2005.
- ☐ Amending the RFP.

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.

Enclosed is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.

Should you have any questions, contact: Mr. Marc Yamamoto,
at telephone (808) 587-1215,
email at marc.s.yamamoto@hawaii.gov or
Department of Public Safety
Planning, Programming and Budget Office—Purchasing and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Responses to Question Raised by Applicants
for
RFP No.: PSD 05-IDA/MB-19,
A Multi-Custody Level Correctional Facility
for the
Confinement, Care and Custody
of
Hawaii Female Offenders

Question 1: Section II.A.2. The requirement that the facility house women only. Does this mean that they cannot be housed in separate buildings, out of sight and sound of male inmates? The facilities have separate living areas designed for that purpose.

Response 1: *The intent of this requirement is to ensure that a homogeneous female population is maintained at all times. This segregation extends to all core activity areas to include: food service areas; work lines; treatment; education and religious areas.*


If any area is to be used by both male and female inmates, the applicant shall describe in detail the procedures and policies that will be followed to maintain the segregation of the male and female inmates.

Question 2: Section II.A.4. The requirement that the facility be capable of housing close custody inmates. Can you further define, "close custody"? We do have the capability of housing medium security close custody inmates. Escape risks or highly violent inmates etc. might create a different problem.

Response 2: *Refer to the attached document titled "Inmate Classification System", pages 4 through 13 of this addendum for descriptions of each classification.*

Question 3: Under the insurance requirements, the 10 million General Liability requirements seems quite high. Is there some flexibility in this?

Response 3: *Section 1.XXI(3), page 1-9, states that the minimum "per year aggregate amount" is \$10 million. This may be met by an umbrella or excess liability policy.*

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE:	POLICY NO.:
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	2/16/00	COR. 18.01
		SUPERSEDES (Policy No. & Date): COR. 18.01 3/2/95	
SUBJECT: INMATE CLASSIFICATION SYSTEM		Page 1 of 10	

No. 2000-1061

1.0 PURPOSE

To provide a manual of policy and instructions for effecting branch facility security levels and custody *designations* for branch facilities, and to provide an organized and efficient method of implementing the Department's inmate classification system.

2.0 REFERENCES & DEFINITIONS

.1 References

- a. Corrections Administration Policies and Procedures Manual, Inmate Grievance and Appeals Process; Policy 12.03
- b. Hawaii Revised Statutes, Chapter 706, "Disposition of Convicted Defendants".
- c. Consent Decree, Spear v. Waihee, 1986.
- d. Department of Public Safety, Classification System Manual and Coding Instructions.

.2 Definitions

a. Initial Classification

The initial classification of a jail or prison inmate is conducted to determine the custody *designation* appropriate to the inmate's needs and the risk the inmate represents to security. The five custody *designations* to which an inmate can be assigned are: maximum, close, medium, minimum, and community.

1. Jail inmates *should* have an initial custody screening instrument completed within seventy-two hours (72) hours of admission to the department; and
2. Prison inmates shall have an initial custody instrument completed within forty-five (45) days of commitment to the department *or transfer to the RAD unit*.

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b. Reclassification

A formal reassessment of the inmate's custody *designation*.
Reclassification shall be conducted at least every six months (after the last classification action) *or every 12 months for inmates designated as community custody* and after any change which may affect the inmate's security or custody designation, i.e., following new sentence(s), sentence reduction, or *adjudicated* major (high or greatest) misconduct(s).

c. Classification Committee

The authority for all *adverse* institutional classification actions is delegated to this committee. The classification committee should consist of one or more members. The composition of the committee may include the Facility Classification Coordinator/designee, social worker, or other members as deemed *appropriate (i.e. security staff of the rank of Sergeant or higher) by the branch facility Warden or their designee*.

d. Initial Classification Instrument

The initial prison classification instrument shall be completed by the RAD social worker assigned to the inmate.

e. Reception, Assessment, Diagnostic (RAD)

A Reception, Assessment, Diagnostic Unit that conducts an Initial Classification and a prescriptive plan for services on all newly sentenced felons in the Hawaii correctional system

f. Facility Classification Coordinator

Ensures that all classification actions or recommendations conform to departmental policy and procedures on Inmate Classification.

g. Custody Designation

The result of a classification process that determines placement at or within a facility based on housing, programming, and the degree of staff supervision required by the inmate.

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h. Security Level

A designation assigned to a housing area which determines the type of inmate who should be placed therein. Security *level* is based upon a number of factors, including operational and physical plant criteria. A single facility may have more than one level of security within its perimeter. There are five levels of security: Level I (community) through Level V (maximum). Refer to COR.08.08.

i. Prison Inmate

Any inmate committed to serve more than a one (1) year sentence, including sentenced misdemeanants with consecutive terms totaling greater than one year. Also includes parole violators.

j. Jail Inmate

Any inmate committed to serve less than one year (probation felons, sentenced misdemeanants, sentenced petty misdemeanants), pre-trial detainees, federal/other state holds. Also includes probation violators pending violation hearing adjudication.

k. Initial Classification Instrument

The form used to determine initial prison inmate custody *designation* and to determine initial inmate facility placement. This form is completed by the Reception, Assessment and Diagnostic (RAD) unit *assigned social worker*.

l. Reclassification Instrument

The form used to determine adjustments in inmate custody designation after the establishment of the minimum term by the Hawaii Paroling Authority and also used to recommend transfer to a different facility or housing level than currently assigned.

m. Initial Custody Screening Instrument

The form used to determine initial jail inmate custody *designation* and recommend housing assignment. This form is completed by the Intake Service Center social worker at the various Intake Service Centers.

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n. Jail Classification Review Instrument

The form used to determine adjustments in a jail inmate's custody *designation* upon a change of status from pre-trial to sentenced jail.

o. Exception Cases

Cases in which administrative action may override the custody scoring to ensure appropriate placement. These actions will provide for the safety of staff, inmates and the community, and will help ensure the good management of the facility.

p. Inmate Housing

Principal area of housing assignment, i.e., residency module, annex, holding unit or other living accommodations for offenders within a facility perimeter.

q. Institutional Program Areas

Areas within a facility perimeter where inmates participate in programs such as educational, vocational, and specialized treatment, that allow for freedom of movement under general supervision.

r. Security Area

Established limits within a facility where inmates cannot proceed past unless under escort.

s. Security Perimeter

The outer most fence or wall that defines the secure boundaries of a facility.

t. Periphery of Property

The outer most boundary of the property upon which the correctional facility is situated.

u. Orientation/Intake Unit

Each facility with sentenced felon populations should have an intake Orientation Unit where newly admitted/transferred inmates shall be housed until the transfer assessment process is completed, and appropriate housing and program assignment is determined.

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v. Adverse Classification Action

Adverse classification action is *any increase of one step or more in custody designation*. Other types of adverse actions are: transfer of a pretrial or state/federal hold inmate to prison and transfer of an inmate for the purpose of providing more restrictive security, the result of misconducts, and change in sentencing status.

3.0 POLICY

A systematic and objective classification program shall be established to facilitate correctional goals which promote public safety and reintegration opportunities through placement in programs involving increasing degrees of community involvement.

Classification shall be based on a need for differential care and handling of inmates, according to the individual's assessed needs and the risks presented. The classification process is two-fold: i.e., initial classification for appropriate facility assignment and reclassification for movement between security levels and/or facilities. While evaluations are consistently based on a specific set of variables, sensitivity to the inmate's changing needs and behavior are not precluded.

Each inmate under the care *and custody* of the Department of Public Safety shall be classified for security purposes according to the level of risk he/she represents to the facility and to the community at large. It is also the Department's policy that each inmate should be classified at the least restrictive capacity consistent with security needs. No inmate should receive more supervision or be kept at a more secure status than his/her potential risk dictates. Inmates shall be assigned to housing consistent with their custody designation, whenever possible.

In the implementation of the classification system, the following shall be adhered to:

- 1 Segregation of inmates shall not be based on race, color, creed, national origin, or religion.
- 2 Violent, predatory inmates, and inmates who may be subjected to violent acts, shall be housed separately from the general population whenever possible.
- 3 Jail inmates *should* be housed separately from prison inmates, unless a threat is posed to the good management of the facility, and an exception case transfer form (DOC 8202) is initiated through the adverse custody hearing process. Approval shall be retained through the Classification Office.
- 4 Males shall be housed separately from females.

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- .5 All adverse classification actions shall be conducted in an objective manner to ensure due process safeguards.

4.0 CLASSIFICATION DESIGNATIONS

The following classification designations will be used in assigning inmates to appropriate supervision:

.1 Maximum Custody

Maximum custody will be reserved for inmates who have shown through their institutional behavior that they are unable to function appropriately in the general population, regardless of the amount of time left to serve. This will include the violent, predatory, chronically disruptive, and serious management problem inmates who disrupt the safe operation of a facility. The decision to place an inmate in maximum custody *must be judiciously made* and will be subject to monitoring *by the facility classification committee at a minimum of every 6 months.*

When classified maximum custody, the inmate is assigned to a highly restricted area or to a maximum security-type facility. These inmates definitely present an escape risk and/or management problem. Public safety is a major concern for these types of inmates. The level of supervision required for maximum custody is as follows:

Residency Area:	<u>Supervision Required</u> Restricted to room or quadrant; constant surveillance.
Security Area:	Movement under escort and with or without restraints; constant supervision.
Outside Security Area, within Perimeter:	Movement under escort of two uniformed officers, with restraints; constant supervision.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of Policies COR. 08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.
Meal Movement:	Fed in cell or quadrant.

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2 Close Custody

This custody will be used for those inmates with long minimum *sentences* (21 years or longer), serious escape risks, and other types of inmate characteristics that may require higher controls in the general population. Inmates placed in close custody as a result of a long minimum sentence shall be reviewed after five years of observation for consideration of reduction of custody to medium. Should a reduction of custody level not be granted at the first review, the inmate shall be reviewed every year thereafter until medium custody is attained. The close custody inmate will be assigned to facilities designated as medium, but will be subject to restrictions concerning the hours they are allowed to mix with the general population and the types of programs they may participate in. Close custody inmates cannot be assigned to programs outside the security area, such as motor pool or outside worklines. *Close custody inmate will be subjected to security headcounts every two hour outside their residency area.* The levels of supervision for close custody inmates are as follows:

	<u>Supervision Required</u>
Residency Area:	Freedom of movement; constant surveillance.
Security Area:	Movement under constant surveillance; report for count every two hours. Must be under escort after daylight hours.
Outside Security Area, within Perimeter:	Movement under escort; constant surveillance.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of Policies COR. 08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.
Meal Movement:	In general population dining area under constant supervision.

3 Medium Custody

Medium custody may include long term moderate and low risk prison inmates or marginal risk inmates. The inmate's institutional conduct and adjustment indicates a need for continuous control and frequent supervision. *Medium custody is also assigned to parole/probation violators prior to a revocation hearing.* The medium custody inmate is assigned to a more secure residency area within a multi-level security facility or to a medium security-type facility. These

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inmates may present an escape risk or management problem(s). The levels of supervision for medium inmates are as follows:

Residency Area:	<u>Supervision Required</u> Freedom of movement; constant or intermittent supervision.
Security Area:	Movement with constant or intermittent surveillance.
Outside Security Area, within Perimeter:	Movement under escort; constant surveillance.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of Policies COR. 08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.
Meal Movement:	Under general supervision.

.4 Minimum Custody

Minimum custody is for low risk prison and jail inmates who have 48 months or less to parole/release eligibility and have demonstrated through their institutional conduct and adjustment a minimal need for control and supervision, have no felony hold or detainer, have not been involved in a violent episode within the last 12 months, and did not escape or attempt to escape from the department within the last seven years. Medical and mental health clearance is required for transfer to a minimum security facility. *Inmate's who refuse to actively participate in available correctional programs to address identified problem areas shall be excluded from minimum or community custody. Inmates on psycho tropic drugs are also be excluded, unless they have been approved/cleared by the facility psychiatrist. Inmates identified for sex offender treatment must obtain clearance from the Administrator of the Sex Offender Treatment Program.* The inmate is assigned to the least secure housing area available within multi-level facility or to a minimum security facility. These inmates tend to present low escape risk or management problems. The levels of supervision required for minimum custody are as follows:

Residency Area:	<u>Supervision Required</u> Freedom of movement is allowed within the residency and multi-purpose area with intermittent supervision.
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Security Area:	Movement under intermittent surveillance.
Outside Security Area, within Perimeter	Movement under escort; constant surveillance.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of Policies COR 08.01, Court appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.
Meal Movement:	Under general supervision.

5 Community Custody

Community custody is a program custody for low risk prison or jail inmates who have met the requirements for minimum custody and are within 24 months to discharge or parole eligibility. Medical and mental health clearance is required to ensure participation in community service worklines and/or furlough *with* or *without* restrictions. Inmates on psycho tropic drugs are to be excluded, unless they have been approved by the facility psychiatrist. Those inmates identified for sex offender treatment require a Sex Offender Custody Level Review recommendation for community custody (see attachment, form DOC 8760). Those inmates identified for sex offender treatment who do not have the recommendation of the Sex Offender Treatment Program Administrator will be excluded from community custody. This is to ensure satisfactory completion of the Sex Offender treatment program in a secured setting and appropriateness for furlough participation.

Inmates who refuse to actively participate in available correctional programs to address identified problem areas shall be excluded from minimum or community custody. Community custody inmates require the following levels of supervision:

Residency Area:	<u>Supervision Required</u> Freedom of movement with intermittent surveillance.
Security Area:	Movement under intermittent surveillance.
Outside Security Area, within Perimeter:	Movement with or without escort.

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Outside Perimeter:

Movement with or without escort. There are instances in which security requires an inmate to be restrained.

Meal Movement:

Under general supervision.

5.0 RESPONSIBILITY

- .1 *Wardens*, in coordination with the Department Classification Officer, have the ultimate responsibility of administering this policy.
- .2 The *designated Facility Classification Coordinator* is responsible for ensuring that all actions and recommendations of the committee conform to the requirements of Chapter 18 of the Corrections Administration policy and procedures manual.

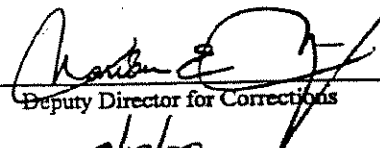
6.0 CLASSIFICATION ACTIONS

Classification of inmates shall be made in accordance with instructions contained within the Classification System Manual and Coding Instructions.

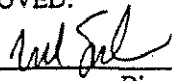
7.0 SCOPE

This policy shall apply to all correctional facilities.

APPROVAL RECOMMENDED:


Deputy Director for Corrections
2/10/00
Date

APPROVED:


Director
2/17/00
Date